



City of Alamo Heights

RFQ Pre Submittal Meeting

Mark Browne
City Manager
Jan 17, 2012



RFQ Timeline

- Dec 13: Release of the RFQ
- Jan 17: Pre-submittal conference (not mandatory)
- Jan 25: Deadline for submittals, 3:00 pm (Special Council Meeting)
- Jan 30: Special Council Meeting to review staff evaluation of RFQs and proposed selection of firms for interview
- Feb 1 – 3: Interviews with candidate firms (Special Council Meetings)
- Feb 27: City Council approves final selection



Scope of Services

- Design Phase Services
 - ...prepare preliminary schedule for design and construction of new facilities
 - ...recommend renovation or replacement of existing facilities
 - ...prepare preliminary design
 - ...prepare final design and construction documents
- Construction Phase Services
 - ...Assist the City with determining the method of construction/bidding
 - ...provide periodic inspections of work
 - ...receive and analyze progress payments from the contractor
 - ...perform a final inspection of the work



Submittal Requirements

- RFQ Cover Sheet (Form #1)
- Submittal Checklist (Form #2)
- Consultant's Qualification Statement (Form #3)
- City of Alamo Heights Substitute W-9 Form (Form #4)
- Conflict of Interest Questionnaire (Form #5)
- Letters of Reference (Optional)



Submittal Instructions

- Respondent shall provide eight copies of their submittal, one clearly marked "Original" and signed in blue ink
 - Seven duplicates
 - All copies must be submitted in a sealed package, clearly marked on the front of the package: FACILITY DESIGN SERVICES
- All Submittals must be received by the City Secretary no later than 3 pm on Wednesday, Jan 25, 2012



Submittal Format

- Typewritten and submitted on 8.5 by 11" white paper
- Font size shall be no less than 12-point type; margins no less than $\frac{3}{4}$ "
- Each page shall be numbered
- Electronic files shall not be included as part of the submittal; compact disks and/or computer disks submitted shall not be considered
- All submittals become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the pages where confidential information is contained
 - City cannot guarantee that it will not be compelled to disclose part of any public record



Evaluation Criteria

- Qualifications and Relative Experience: 40%
- Team Composition: 20%
- Responsiveness to RFQ: 10%
- Previous Project Performance: 30%
- The City intends to select some of the firms for interviews; respondents who are interviewed will be rescored based upon these same criteria



EXISTING CONDITIONS



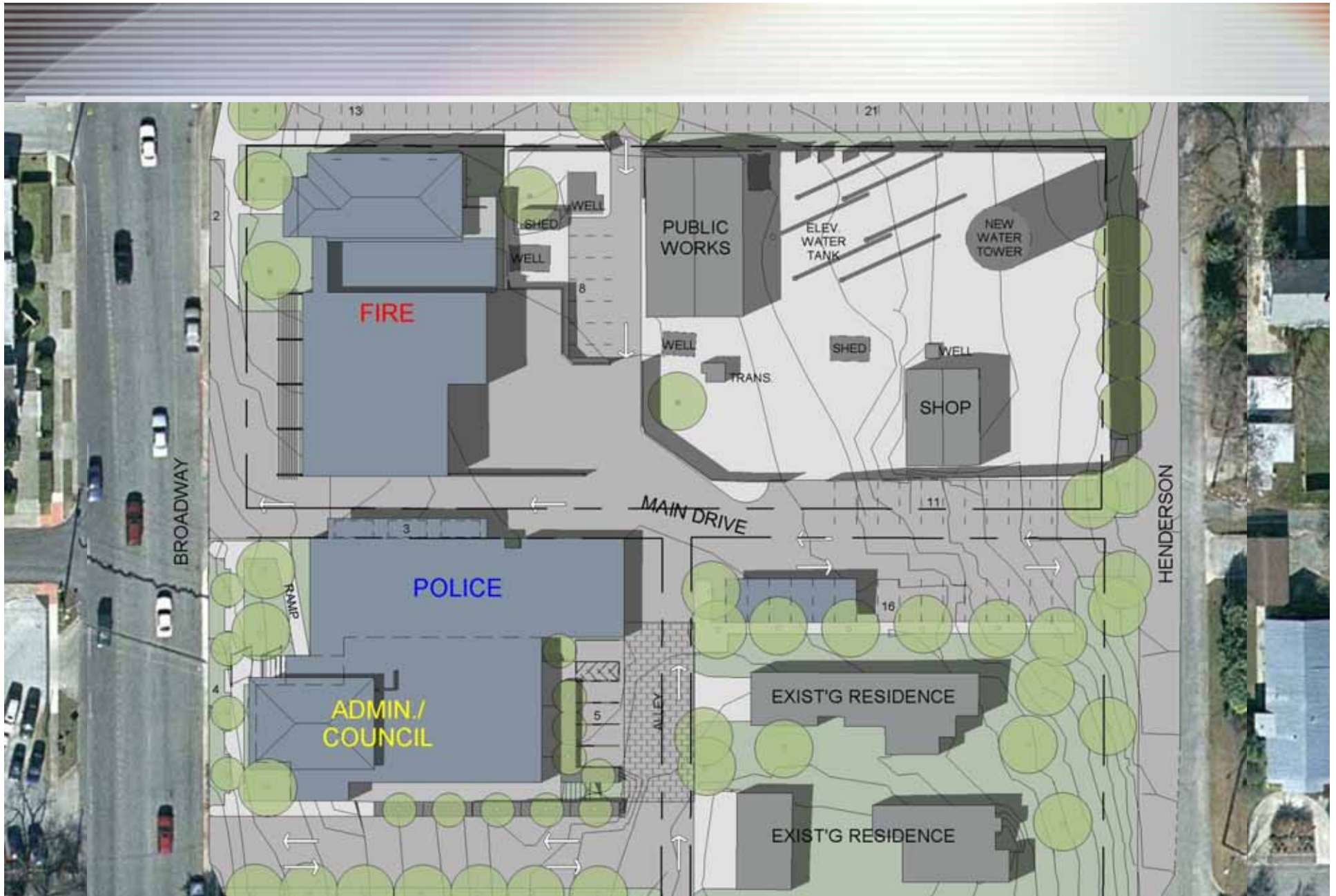


City of Alamo Heights

- ONE STORY ADMIN / COUNCIL
- PROGRAM SQUARE FOOTAGE - 25,658 SF *

A. BUILDING CONSTRUCTION	\$ 4,618,250
B. SITE DEVELOPMENT	\$ 795,000
C. SOFT COSTS	<u>\$ 1,088,750</u>

- TOTAL BUDGET ESTIMATE \$ 6,502,000
- TOTAL BUDGET SF COST = \$253 / SF
- * Includes 500 sf for future elevator & stairs.



- SITE PLAN - ONE STORY POLICE / ADMIN / COUNCIL

ALAMO HEIGHTS CITY HALL IMPROVEMENTS STUDY



SCHEME A3.b ONE STORY ADMIN / COUNCIL



Conclusion

- Questions?
- Walking tour of facility